

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-358-08-2	
1. FROM (Agency or establishment) Federal Maritime Commission		DATE RECEIVED 1-14-2008	
2. MAJOR SUBDIVISION Office of the Inspector General		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Jane Gregory, Management Analyst	5. TELEPHONE 202-523-5800	DATE 6/27/08	ARCHIVIST OF THE UNITED STATES Allen W. ...

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 3 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manuel for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 12/4/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Chief Information Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHMENT		

SA 7/1/08 copies sent to agency, NARA, NR

115-109 NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

ATTACHMENT A

FEDERAL MARITIME COMMISSION

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
<b>OFFICE OF THE INSPECTOR GENERAL</b>			
1	<p><b><u>Investigative Case Files</u></b> contain case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations. Cases relate to agency personnel and programs and operations administered by the agency, including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.</p> <p><b><u>DISPOSITION: Temporary.</u></b></p> <p>(a) Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in Inspector General investigations. Place in inactive file when closed. Cut off inactive file at end of fiscal year. Destroy when 7 years old.</p> <p>(b) All other investigative case files – Place in inactive files when case is closed. Cut off inactive file at end of fiscal year. Destroy 10 years after cutoff.</p>	N1-358-91-1/2	
2	<p><b><u>Audit Case Files</u></b> contain case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors. Consists of audit reports, correspondence, memoranda, and supporting work papers.</p> <p><b><u>DISPOSITION: Temporary.</u></b> Cut off at end of fiscal year in which case is closed. Destroy 8 years after cut off.</p>	N1-358-91-1/3	